

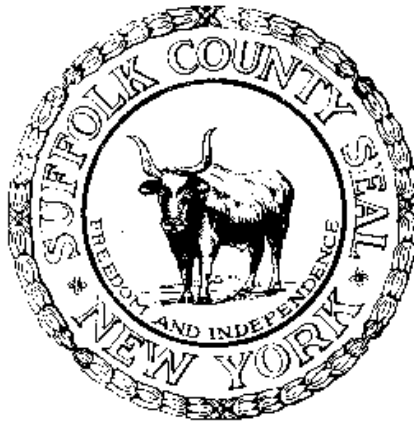
# **SUFFOLK COUNTY DOWNTOWN REVITALIZATION GRANT**

## **ROUND 11**

# **INSTRUCTIONS**

Developed by the  
SUFFOLK COUNTY  
DOWNTOWN REVITALIZATION CITIZENS ADVISORY PANEL

To provide funds to organizations working to revitalize  
downtown areas in Suffolk County.



**STEVEN BELLONE**  
SUFFOLK COUNTY EXECUTIVE

**JOANNE MINIERI**  
DEPUTY COUNTY EXECUTIVE/COMMISSIONER

SUFFOLK COUNTY  
DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING  
P.O. BOX 6100 HAUPPAUGE, NY 11788  
PHONE 631-853-4800

Revised 3/13

**SUFFOLK COUNTY DOWNTOWN REVITALIZATION  
CITIZENS ADVISORY PANEL, 2013**

DISTRICT	LEGISLATOR	REPRESENTATIVE
1	Albert Krupski	Raymond Pickersgill
2	Jay H. Schneiderman	Susan Von Freddi
3	Kate M. Browning	John Liberti
4	Tom Muratore	John Rose
5	Kara Hahn	Barbara Russell
6	Sarah Anker	Kathleen Weber
7	Robert Calarco	
8	William J. Lindsay	Kay Cameron
9	Ricardo Montano	Marcos Moldonado
10	Tom Cilmi	Robert Moses Kuri
11	Thomas F. Barraga	Donna DeLuca Periconi
12	John Kennedy	Mark Mancini
13	Lynne C. Nowick	William Garthe
14	Wayne R. Horsley	JoAnn Boettcher
15	DuWayne Gregory	John Diliberto
16	Steven H. Stern	Walter Rabe
17	Louis D'Amaro	Jennifer A. Casey
18	William Spencer	Keith Barrett
Planning Department Representative		Peter Lambert
County Executive Representative		Carolyn Fahey, Chair

**The Suffolk County Downtown Revitalization Citizens Advisory Panel  
reviews the applications for downtown revitalization funding and makes recommendations to the  
County Executive and the Suffolk County Legislature for their consideration.**

# Round 11

## DOWNTOWN REVITALIZATION GRANT

### APPLICATION PROCESS

If you have questions about the application or the eligibility of a project, the Suffolk County Department of Economic Development and Planning can assist. Please contact **Carolyn Fahey at 631-853-4833, [carolyn.fahey@suffolkcountyny.gov](mailto:carolyn.fahey@suffolkcountyny.gov)** if you have questions about your project; or contact **Heidi Kowalchyk if you have questions about the application process at 631-853-5925, [heidi.kowalchyk@suffolkcountyny.gov](mailto:heidi.kowalchyk@suffolkcountyny.gov)**.

Applications must be submitted by a community organization such as a Chamber of Commerce, business or civic organization **in partnership with a municipality** (town or village) in Suffolk County. Prior to final submission of the application, the applicant must review the draft application with the local partnering municipality as well as the Suffolk County Department of Economic Development and Planning to ensure it is accurate and complete. A copy of the submitted application should also be sent to the Suffolk County Legislator who represents the district in which the project is located.

**The final completed application must be submitted by 4:30pm on Friday, June 14, 2013 via email to Joanne O'Brien at [joanne.obrien@suffolkcountyny.gov](mailto:joanne.obrien@suffolkcountyny.gov) at the Suffolk County Department of Economic Development and Planning in order to be considered for funding by the Downtown Revitalization Citizens Advisory Panel.** The panel will review the applications, and recommend funding to the County Executive and the Suffolk County Legislature. The panel's recommendations will be determined on a merit based scoring system as outlined in this application.

If funding is approved, the Department of Economic Development and Planning will administer a contract between Suffolk County and the sponsoring municipality. The municipality will be expected to take on the primary role for environmental review and project completion.

**SPONSORING MUNICIPALITY- PLEASE NOTE: State Environmental Quality Review Act (SEQRA) Compliance.** The Town or Village sponsoring the project is responsible for the completion of SEQRA. Submittal of this application to the County endows the sponsoring municipality with Lead Agency status with respect to SEQRA and satisfies the requirements of any necessary coordinated review. The decision making body of the sponsoring municipality must classify the action and make the appropriate determination of significance when applicable. All final SEQRA documentation must accompany the grant application.

**All Round 11 applications must be submitted to the Suffolk County Department of Economic Development and Planning by 4:30pm on Friday, June 14, 2013.**

# APPLICATION GUIDELINES

**Applications will only be accepted in original format. Please do not modify.**

1. **The project must be located in or adjacent to a downtown area and located on municipally owned property.** A downtown is that portion of a community that contains, did contain or is striving to create the traditional “main street” business core of a community. Concentrated retail and service activity usually dominates the downtown area, but office, residential and institutional uses are also present. In a downtown, buildings are separately owned but are closely clustered together and are sited close to the street, not set back from the street. A sidewalk is all that separates most downtown buildings from the public street. Downtown development is pedestrian oriented. On-street parking is often supplemented by off-street parking located behind the stores and in municipal parking lots. **In cases where the project is located on property not owned by Suffolk County, the application must include a resolution stating that the owning governmental entity will provide Suffolk County a fee ownership interest in, an easement on or a lease with respect to the property.**
2. **Who should apply?** An organization that represents a downtown area in partnership with the local municipality, such as a:
  - Business Improvement District (BID)
  - Chamber of Commerce
  - Civic Association
  - Beautification Society
  - Historical Society
  - Local Development Corporation (LDC)
3. **Who contracts with the County for the funding?** The partnering Town or Village in which the project is located will contract with Suffolk County for the funding.
4. **Resolution Required.** A group interested in applying for downtown revitalization funds must work in partnership with its local Town or Village to complete the application. The sponsoring municipality must pass a resolution supporting the specific project. **The resolution must accompany the grant application.**
5. **What types of projects are eligible?** The panel will review applications for full or partial funding of capital projects, including but not limited to:
  - Public parking facilities
  - Curb, sidewalk or roadway construction
  - Pedestrian walkways
  - Street lighting
  - Public restrooms
  - Disabled accessibility
  - Sewer systems and drainage
  - Renovation of existing structures
  - Cultural facilities

The panel will ***not*** consider applications for trash receptacles, pole banners, flowers, benches or for items that do not have long-term improvement impact. Grant funds cannot be used for operating expenses such as salaries, office supplies, office equipment, or advertising.

6. **Eligible Project Location:** The project must be a capital improvement project located on ***publically owned property only*** – that is property owned by Suffolk County or the Federal, State, Town or Village government
7. **Timeline:**
  - Within 6 months of award notice: municipalities must submit all documentation required to enter into a contract.
  - All contracts will have a two-year term of agreement. At its sole discretion, the County may approve a one-year extension in extenuating circumstances.

## **APPLICATION INSTRUCTIONS**

All applications must be typed onto the form provided and submitted via e-mail to [Joanne.O'Brien@suffolkcountyny.gov](mailto:Joanne.O'Brien@suffolkcountyny.gov). Make sure you **complete all questions on pages 1 through 5 including Budget Information**. There is no correct or incorrect answer to each question. Answers will assist the panel in determining which projects to recommend for funding with the resources appropriated. Most of the questions are self-explanatory. The following instructions may help in completing the application:

## **APPLICANT INFORMATION**

1. Enter legal name of applicant.
2. Enter address of applicant organization.
3. Enter the name of a contact person and their position in the applicant organization.
- 5-8. Enter phone number, fax, email address, email, and website if applicable of the applicant.
9. Enter County Legislative District where the project will be located including district number and name of Legislator.
- 10-11. Enter Town or Village and address in which the project will be located.
- 12-15. Enter name and position of the contact person within the partnering municipality, their position title, phone number, fax, and email address.
16. Enter the federal tax ID number of the partnering municipality.
17. Enter the supporting resolution number with the date the resolution was adopted.

Note: easement language must be included in the resolution unless the project is on County property.
- 18-19. Indicate the name of the property owner and specific location of the proposed project. Include tax map parcel numbers, street address and cross streets(s).

20. Provide a brief description of the Round 11 project. Describe the project in one to three sentences using only the space provided. Do not leave this area blank. There will be an opportunity for writing a more detailed project description later in the application.
21. Enter the projected date (month and year) of project completion.
22. If the project currently generates revenue, the gross amount it generated in 2011 and 2012 and what entity collects the revenue.
23. The applicant must demonstrate that it has a commitment to a reasonable expectation of completion, and that leveraged funds will be available to fully see the project to its completion. The narrative must include a timeline, and show that maintenance and follow-up are part of the project plan.
24. The project should be a part of an overall Downtown Improvement Plan or an integral component of a larger vision for the downtown area. Include a brief description of the plan. The applicant must explain how the project relates to the Downtown Improvement Plan. **DO NOT INCLUDE A COPY OF THE PLAN.** Contact the local town planning department for information on any previous plans that may have been developed for a particular downtown area.
25. Write a brief narrative demonstrating how the project will economically benefit or improve the vitality of the downtown area. This description should also include any intended or expected environmental sustainability benefits. Such benefits may include energy conservation, improving walkability, addressing stormwater runoff, improving air quality, reducing urban heat island effect, providing natural habitats, or any measures intended to improve the quality of the human environment.

## PROJECT BUDGET

- 1. TOTAL PROJECT COSTS:** Enter cost of the project for which funding is requested, as described in question #20.

**LEVERAGED FUNDS FOR THIS PROJECT:** Enter funding leveraged for the project from ALL sources (including applicant, Town/Village, State, Federal and other). A commitment letter from each agency providing leveraged funds must be attached to the application.

**DEFINITION OF LEVERAGED FUNDS:** Definition of Leveraged Funds: Funding or in-kind services committed to a specific Downtown Revitalization project by all sources. Do not include funds requested in this application.

- 2. ROUND 11 DETAILED PROJECT BUDGET:** Enter costs associated with the Round 11 project according to budget categories. Only include costs in the Suffolk County Round 11 request. Complete all columns including quantity, unit cost, item description and total cost. (round to the nearest hundred dollars) If you need assistance in determining whether or not your project is new or part of a previous project, you may contact the Suffolk County Department of Economic Development and Planning at phone: 631-853-4800.

## PROJECT POINT RATING SYSTEM

This point system is used by the Downtown Revitalization Citizens Advisory Panel in its evaluation of each application. This system assists in the panel's effort to recommend funding for projects that will contribute the greatest to the long-term improvement of local downtown business areas and have a positive economic impact on Suffolk County as a whole. Each of the five criteria is clearly indicated on the application.

<b>Criteria</b>	<b>Point Value</b>
Provides Economic Benefits	0-20 Points
Project is in or Adjacent to a Downtown	0-20 Points
Leverage of Additional Funds	0-20 Points
The Project is Part of a Downtown Improvement Plan	0-20 Points
Reasonable Expectation of Completion within contract term	0-20 Points
<b>TOTAL</b>	<b>100 POINTS</b>

\*Sliding Scale for Rating Leveraged Funds

### **SLIDING SCALE**

<b><u>Percent of Leveraged Funds</u></b>	<b><u>Point Value</u></b>
50% and higher	20
45--49%	18
40-44%	15
35-39%	12
30-34%	10
25-29%	7
20-24%	5
15-19%	3
11-15%	2
1-10%	1

END OF APPLICATION INSTRUCTIONS